

## **REQUEST FOR PROPOSALS**

TITLE: North Carolina Feasibility Study for a Pedestrian Ferry to serve Ocracoke Island

USING AGENCY: North Carolina Department of Transportation Ferry Division

ISSUE DATE: October 15, 2014

SUBMITTAL DEADLINE: **November 17, 2014 by 12:00 PM**

ISSUING AGENCY: North Carolina Department of Transportation,  
Technical Services Division – Professional Services Management Unit

This Request for Proposals (RFP) is to solicit responses from qualified firms to provide professional consulting services to develop a feasibility study for establishing pedestrian ferry service between Hatteras and Ocracoke Island and to identify needed landside connections to support such service. Qualifications will be determined based on information provided in the RFP.

The Department requests services be performed by a multi-disciplinary team that is experienced in 1) studies of economic and fiscal impact of ferry-related activities, 2) demand modeling, ridership, revenue, operating cost for ferry operations, 3) and ferry performance and capacity analysis. The study should be led by a Professional Planner, with ferry planning and ferry project management experience.

RFP's should be submitted in .pdf format using software such as Adobe CutePDF, PDF Writer Docudesk, deskPDF, etc.

One copy of the RFP should be sent as a .pdf file to: [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . The FTS system will send you an electronic receipt when your RFP is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the Firm's Name, and "RFP for NC Feasibility Study for Ocracoke Pedestrian Ferry Service."

If an interested firm does not have an FTS account they should send a request through e-mail to [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

RFP's SHALL be received electronically **no later than 12:00 P.M., November 17, 2014.**

## **SCOPE OF WORK**

The Ferry Division at the North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a consultant team to carry out an in-depth study of the feasibility of a providing future passenger service between Hatteras and Ocracoke Island. A key element of this study will be recommendations to establish a pedestrian ferry service and to identify landside transportation options at both terminals to support such service.

### **Purpose and Intent**

The results of the Study will guide NCDOT in developing and implementing policies, programs, and projects that support safe, effective, and efficient movement of people between and on Hatteras and Ocracoke Island. The results of the Study will comply with all applicable federal and state regulations concerning ferry system funding, operations, and management.

NCDOT and its selected consultant shall develop the Study in collaboration with key state and non-governmental partners who have committed specialized expertise and resources to the process.

### **Public Engagement**

The Study will be prepared through a comprehensive public outreach program, which will be a major component of the Study development. The outreach program is to involve the development of a Study Steering Committee and committee participation and meetings, public meetings, focus groups, other outreach meetings, intra-agency coordination, project newsletters, and the development and maintenance of a project website to solicit input and monitor Study development. The outreach will include a usage survey during the summer 2015 season to identify potential demand for such a service.

The public involvement process will engage the coastal areas of the state in which the pedestrian ferry is expected to operate and will involve outreach to staff of local planning organizations, advocacy and special interest groups, individuals with special transportation needs (including the handicapped, the elderly and those without vehicles), transit agencies, staff from towns, cities, or counties, chambers of commerce, among others.

### **Meetings and Other Communication Efforts**

- Steering committee – will include representatives of the Ferry Division, Divisions 1 and 2, Transportation Planning, Public Transportation and other NCDOT business units as necessary.
- Public meeting(s) in the Ocracoke and Hatteras areas

### **Study Context**

The Study is to be developed considering the content of the following policies, plans and studies:

- NCDOT Mission Statement and Principles/Objectives
- NCDOT's 2040 Plan
- Ferry Division's 20 year Capital Improvement Plan
- Ferry Division's 20 year Operation and Maintenance Project Plan
- Regional Economic Development, Public Transportation, Comprehensive Transportation and Local Bike and Pedestrian Plans
- Emergency Management and Hazard Mitigation Plans
- US Army Corps of Engineers Dredging Plans
- Other studies, as identified

### User Profile and Performance Measures

The Study will include a summary of potential usage in the area (local, tourist, etc). It will also look at vehicular traffic and congestion in and around the existing terminals and on Hatteras Island.

### Needs Identification

The Study will identify potential routes, including operating costs, income and required capital expense required.

### Implementation

The Study will include strategies necessary to implement the service if it is deemed feasible, including a review of funding strategies to implement the service including a projection of future budgetary (Capital and O&M) needs over the next 20 years.

### Project Prioritization

The Study will include a series of prioritized project recommendations to be submitted as part of the Department's project prioritization process.

### ***Key Components of The Study will include:***

The Study should include and be developed in consideration of the following elements:

- **Economic Development.** The Study should include an analysis of economics in the region and how it might shape the demand for the service, including but not limited to that related to tourism.
- **Demand.** If a route is potentially feasible then a determination of how much less traffic would utilize the conventional ferry routes accessing Ocracoke and Hatteras would also need to be addressed. The study should also look at seasonality and make recommendations on levels of service.
- **Emergency Management.** The Study should examine how the potential route would serve emergency connections.
- **Environmental Considerations.** The study should identify environmental issues and constraints as they relate to the maintenance and/or expansion of the ferry system and associated facilities and routes. Recommendations should include, but not be limited to: dredging operations and spoil sites; environmental permitting, compliance, and mitigation; environmental management systems; energy conservation; climate disruption/variability and extreme/severe weather event preparedness; and human health considerations.
- **Fleet and Facilities.** The Study should examine types of vessels necessary to provide the service and make a recommendation on the best way to provide the recommended service.
- **Mobility.** The Study should be based on demand and carrying capacity analyses associated with ferries and its importance to commodities, daily commutes, commerce and tourism. It would also look at existing congestion in the vicinity of the existing terminals to identify possible solutions.
- **Multi-Modal Connectivity.** The Study should assess and make recommendations on the role that the potential route can have in providing modal connectivity in the region for passengers, including pedestrians and bicyclists. It should explore technology that can improve interconnectivity and coordination between modes and provide reliability between connections.
- **Policy Framework.** A comprehensive inventory and summary of existing federal and state laws, agency and organization policies, and other initiatives that apply to the ferry

system and services within the State of North Carolina shall be conducted. This should include recommendations related to laws, policies, and other initiatives that could enhance ferry service within the State.

- **Revenue/Cost Effectiveness.** A cost analysis of this proposed service would be included and a determination of the yearly or long term costs associated with its operation and maintenance would also be included.
- **Routes.** This section shall review the feasibility of such a ferry if it were to use any of the three existing routes serving Ocracoke or it would be feasible to establish a passenger ferry route only from Hatteras to Ocracoke (Silver Lake).
- **Transit Service.** The Study should describe the potential route's role in supporting and enhancing an integrated transit system in the region, as supported by the mobility and economic development analyses. Recommendations should include, but not be limited to the existing integration of the local public transportation system currently in place as it involves the ferry system. Transit accommodations on the Island of Ocracoke which assist pedestrians access the beach as well as travel around the Village of Ocracoke will be critical to the success of the project and provide Economic Development opportunities.
- **Terminal Design Standards.** The Study should include recommendations for terminal design standards that provide the most efficient balance between capital and operating investments, and that adhere to operational strategies, vehicle level of service standards, and non-vehicular safety standards and consideration of transit elements including park and ride projects. **The study should also include planning and locating park and ride lots in the southern end of Hatteras Island and expanding transit service to access them.**

### **Process for Study Development**

The preparation and approval process for the Study shall be made in accordance with Board of Transportation and departmental policies and procedures.

Many partners and stakeholders are to be meaningfully engaged in the project outcomes of the study through a comprehensive outreach program, which will be a major component of the study. In addition, meetings will be held with various internal and external stakeholder groups to identify opportunities for project and program collaboration.

Public outreach is critical to the development of a Study that meets customer needs. The consultant shall develop and implement a comprehensive public involvement plan in accordance with applicable federal and state requirements, including a survey of potential users of the service during the summer 2015 season.

### **Timeframe**

The Study development will require a highly expedited process. A draft of all Study components and a preliminary recommendation for updated routes shall be completed by November 1, 2015. The final Feasibility Study shall be complete by December 31, 2015.

### **Deliverables**

The primary deliverable is a Feasibility Study with specific recommendations regarding costs, capital investment, recommended route(s), operating period and revenue. The Study shall be provided in digital (Word and PDF) format and hard copy (10 copies), unless otherwise specified:

1. Executive Summary
2. Background and Context
3. Public and Stakeholder Involvement
4. Current and Future Ridership, Logistics and Demand
5. Recommendations
6. Implementation Strategies

Interim reports and technical memoranda may be developed, as mutually deemed appropriate.

All digital files of all mapping, correspondence, work papers, databases and documentation acquired or created as part of Study development shall be provided to NCDOT.

### **SUBMITTAL REQUIREMENTS**

All RFP's are limited to thirty (30) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED. Letters of interest containing more than thirty (30) pages will not be considered.

Questions may submitted electronically only, to the contact below. Responses will be issued in the form of an addendum available to all interested parties. **Questions must be submitted to the contact below no later than 12:00 p.m. on October 29, 2014.** Any addendum will be issued by November 5, 2014.

### **SELECTION CRITERIA**

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project. 30%
2. Adequate staff and proposed team for the project. 30%
3. Proposed approach for the project. 40%

### **SELECTION PROCESS**

Following is a general description of the selection process:

The NCDOT Selection Committee will review all qualifying RFP submittals.

The Selection Committee will shortlist a minimum of 2 to 3 firms to be interviewed. Shortlisted firms will be notified by **December 5, 2014**. Interviews with the shortlisted firms will be held in Raleigh on **December 19, 2014**. In order to be considered for selection, consultants must submit a complete response to this RFP prior to specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

## **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The RFP must include the information outlined below:

### **Chapter 1 - Introduction**

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work.

### **Chapter 2 - Team Qualifications**

This chapter should elaborate on the general information presented in the introduction to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in paragraph 1 above.

### **Chapter 3 - Team Experience**

This chapter must provide the professional credentials and experience of the persons assigned to the project. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project.

Specifically, the Division is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Study.

### **Chapter 4 - Technical Approach**

The consultant shall provide information on its approach to accomplish this project. Including their envisioned scope for the work with innovative ideas, and a schedule to achieve the dates outlined in this RFP.

### **Chapter 5 - References**

The consultant must provide a minimum of four references which the Division may contact regarding qualifications and past performance. All four must have had experience with projects for which members of the proposed study team have participated, including the designated project manager. The following must be included for each reference:

- A. Name of Organization and Contact
- B. Title of Contact
- C. Address (delivery and email)
- D. Telephone Numbers
- E. Title of Project and Date Completed
- F. Project Team Participants

## **APPENDICES**

### **CONSULTANT CERTIFICATION Form RS-2**

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

All submissions, correspondence, and questions concerning this RFP should be directed to Mr. Scott D. Blevins, P.E. He can be reached at telephone number 919-707-7132 or by email at [sblevins@ncdot.gov](mailto:sblevins@ncdot.gov).

**NOTE:** To adhere to the Timeframe, a Notice to Proceed is expected to be issued by March 1, 2015. All teams submitting RFPs should make sure that their rates and overheads are current and have been audited by the Department of Transportation.